

APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE
DEPARTMENT OF ARCHIVES AND HISTORY
RECORDS MANAGEMENT DIVISION

INSTRUCTIONS: See Publication No. 76-RM-1 for instructions on completing this form. Forward signed original to Department of Archives and History, Records Management Division, 330 Capitol Avenue, Atlanta, Georgia, 30334, Attention: Scheduling Section. FOR AGENCY USE 1. Agency Address FOR RECORDS MANAGEMENT USE Georgia Advisory Council on Vocational Application Date **Application Number** Education 18 Executive Park Drive, N.E. Application Number Date Received **Date Completed** Atlanta, Georgia 30329 SEP 1 8 1981 10CT 26 1981 2. Person to Contact **Working Title Telephone Number** Lyn C. Shade Associate Director 894-2385 3. Action Requested a.

Establish Retention Schedule; record will continue to accumulate. b.

Dispose of present accumulation; no further accumulation anticipated. c. 🕅 Amend Application No. 74-145 Check One: 🖾 Change; 🗆 Supercede; 🗆 Void 4. Dates of Series 5. Records Series Title (followed by title used in office; if different) Earliest Latest Georgia Advisory Council on Voc. Ed. Members' Biographical Files 1975 curren 6. Division and Office Function What is the function of the Division and the Office in which this record series is created? This file contains the following documents (include form numbers and titles, if any): 7. Record Series Description Attach samples of the file. Documents relating to: collecting and maintaining biographical data on Council members in accordance with federal requirements. Included are: folders for each Council member containing "Membership and Qualifications Sheet," on which is recorded membership category (Council must consist of at least one representative from 20 specific categories, such as business, industry, education, agriculture, etc.), name and address, present position and title, and statement of qualifications and other related data. Also included may be photographs of members and other documents related to member's appointment to Council. File is arranged: alphabetically by name of Council member. 8. Monthly Reference Rate How often are records referred to which are: One to six months old _____; Seven to twelve months old _____; Thirteen to twenty-four months old _____ twenty-five months and older _____? 9. Annual Rate of Accumulation of Records Letter-size drawers _____; Legal-size drawers _____ _____; Shelves ______; Other (specify) _____

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YES NO 10. Questionnaire	(Place an "X" in the proper co	olumn)	
X a. Is this the office of the lift not, where is	cial copy of the series?		
		requiring security handling? If yes, cite law or regulat	ion.
χ c. Is this a vital re			,
	have historical or long term rese		
		necessary to keep the entire file for a long period, could o longer file travel expense forms, et	
*	er	published? If yes, attach copy, news releases, e	etc
g. Is the informat		analyzed and/or recorded in a summarized report?	
X h. Is there a dupli	cation of this series in your office copy sent to U.S. De	e, or in another office or agency? partment of Education	
I_Xi. Is this series (o	r a maior portion of it) regularly	microfilmed?	· · · · · · · · · · · · · · · · · · ·
	d series result in a computer prin		<u> </u>
11. Retention Requirements	I ne tollowing requir	es the series to be kept:	
a. State Law	years.	d. Audit period	years,
b. Statute of limitation	· years.		nently years.
c. Federal law	years.	f. Federal retention instructions	years.
			,
	aws or regulations. Explain admi	nistrative need. long as individual serves as Council n	rombon:
		t these records have permanent histori	
arso, south mem	res has accermined that	o these records have permanent mistori	cui vaiuc.
12. Approved Disposition Insti	ructions This agency recomm	nends that the file series be cut off at the end of each:	
	_ ·	□ Fiscal Year; □X Other <u>See Below</u>	then,
·			
	s area month(s)	• • • •	
	g area; holdyear(s)		
	ds Center; holdyea	ar(s); then	
☐ Destroy. ☐ Transfer to State Archi	ves for permanent retention.		
DY Other (Specify)			
		ve folder from active file and place i	
	mactive file at end of manent retention.	each calendar year; then transfer to	State
Archives for pe	manent recention.		
		e .	·
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These instructions apply to	o all prior and future accumulation	ons of the series.	
Agency Hand/Daviesce /0!	ture) Date	Decords Management Officer (Cianataria)	Date
Agency Head/Designee (Signa	Lure) Date	Records Management Officer (Signature)	Date
dun Shadi	1 19-17-81		
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Recommendations in para-		State Records Committee (Signature)	Date
graph 12 are approved.	State Auditor/Designee	+ Games Luci	9-29-81
(If disapproved, attach letter	Other		Q == 17
of explanation.)	Secretary of State/Designee	Canall Hart	9-28-8
	Assess Consultation		
AD 50 24. Day 36	Attorney General/Designee	Reviers Store)	
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